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# RECORDS RETENTION AND DISPOSITION SCHEDULE

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## ALL ARIZONA COUNTIES

Function:

**Planning and Zoning**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Zoning case files <b>NOTE: Some of these files may involve high profile or otherwise noteworthy projects that may have long term or historical value. Contact History and Archives Division if you wish a professional archival appraisal of any of these files.</b>		-	-	20	After calendar year file closes
2	Incomplete zoning cases (dropped or withdrawn before decision is rendered)		-	-	2	After calendar year opened
3	Comprehensive plans including land use, neighborhoods, areas, etc.		-	-	Per	Preserve pursuant to A.R.S. §39-101
4	Background materials and preliminary drafts of plans		-	-	1	After plan finalized
5	Minutes of public meetings of boards or commissions (office copy)		-	-	3	After calendar year of meeting
6	Planning and zoning reports		-	-	3	After calendar year published
7	Violation case files		-	-	1	After calendar year case is closed
						Supersedes Schedule Dated: March 11, 1999

Approved by:

**X**

*Stacy L. Williams*  
Director, Arizona State Library, Archives and Public Records

Approval Date:

**NOV 5 2001**